



OPEN-COMPETITIVE EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
26-908 Rehabilitation Counselor 1	17	\$57,984	\$35
26-909 Rehabilitation Counselor 2	19	\$64,589	\$40
26-910 Rehabilitation Counselor 2 (Chinese Language)	19	\$64,589	
26-911 Rehabilitation Counselor 2 (Spanish Language)	19	\$64,589	

Written Test To Be Held:

JULY 15, 2023

**You MUST submit your application
online or postmark it by:
MAY 10, 2023*****

You may be assigned to either Saturday or Sunday to take your test. You cannot request or change your scheduled day.

ONLINE APPLICATION PROCESS AVAILABLE at <https://www.cs.ny.gov/jobseeker>

You must review important information on the New York State Department of Civil Service COVID-19 policy that applies to all candidates sitting for in-person Civil Service examinations being administered at a New York State test center. You can access our full [policy](#) on the Department of Civil Service website.

Due to current testing space limitations, candidates may need to travel to a test site to take this examination. Candidates will be notified of their test site location on their admission notice.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,026 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,513 annual mid-Hudson adjustment.

Minimum Qualifications: On or before July 15, 2023, you must have:

For Exam No. 26-908:

- Either 1:** a qualifying bachelor's degree* AND two years of qualifying experience;**
Or 2: a qualifying master's degree* AND one year of qualifying experience.**

For Exam Nos. 26-909, 26-910 and 26-911:

- Either 1:** a qualifying bachelor's degree* AND three years of qualifying experience;**
Or 2: a qualifying master's degree* AND two years of qualifying experience.**

*For the purpose of these examinations, qualifying degrees are: Applied Psychology, Art Therapy, Audiology, Clinical Mental Health, Clinical Mental Health Counseling, Clinical Psychology, Communication Disorders, Community and Human Services, Community Mental Health Counseling, Counseling, Counseling and Community Psychology, Counseling Education, Creative Art Therapy, Education, Experimental Psychology, Expressive Art Therapy, Forensic Mental Health, Forensic Psychology, Gerontology, Health Administration, Health and Human Services, Human Development, Human Services, Mental Health Counseling, Marriage and Family Therapy, Music Therapy, Occupational Therapy, Physical Therapy, Psychology, Psychoanalysis, Recreation Therapy, Rehabilitation Counseling, Social Welfare, Social Work, Special Education, Speech Communication, Speech/Language Pathology, or Vocational Rehabilitation Counseling.

****Qualifying experience:** For the purpose of this examination, you must have professional experience providing vocational, psychosocial, or rehabilitative/habilitative services in an agency primarily serving individuals diagnosed with developmental disabilities, mental illness, or addictions. Internship experience does not count if it was credited toward the qualifying degree.

- If you expect to meet the educational requirements by **January 31, 2024**, you can take the written test. You **MUST** submit proof of successful completion of the educational requirements to the appointing authority at the time of the employment interview or you will not be considered for appointment. Failure to meet the educational requirements by **January 31, 2024**, may result in your removal from the eligible list.
- Your required educational credentials must have been awarded by an educational institution accredited by a regional, national, or specialized agency recognized as an accrediting agency by the United States (U.S.) Department of Education/Secretary of Education. If awarded by an institution outside of the U.S. and its territories, you must provide independent verification of equivalency. A list of companies that provide these services (fees must be paid to the company you choose) can be found at: <http://www.cs.ny.gov/jobseeker/degrees.cfm>.
- If verifiable, we will accept and prorate appropriate part-time and volunteer experience.
- New York State residency is not required.

Additional Requirements for Appointment:

1. **Background Investigation/Justice Center Review:** In some agencies, the names of all prospective employees **will**:
 - be checked against the Staff Exclusion List (SEL), maintained by the Justice Center for the Protection of People with Special Needs. Prospective employees whose names appear on the SEL as having been found responsible for serious or repeated acts of abuse or neglect will be barred from appointment and may have their names removed from the eligible list(s) for the title(s);
 - be investigated through a Criminal Background Check (CBC). You must report all convictions. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case will be determined on its own merits, consistent with the applicable provisions of state and federal law;And **may**:
 - be screened against the Statewide Central Register of Child Abuse and Maltreatment (SCR). Prospective employees whose names appear on the SCR may be barred from appointment.You are responsible for payment of all required fees.
2. **Language Proficiency:** If you pass the examination and apply to a title which requires language proficiency, you must demonstrate your language proficiency at a level that will ensure your ability to perform the duties of the position properly. The proficiency test will only be given to enough candidates to fill current vacancies.
3. **Medicaid and Medicare:** To be eligible for appointment and maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). You may be barred from appointment or your employment may be terminated at any time if you are listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program).

The Positions: These positions exist in the Office of Mental Health and the Office for People With Developmental Disabilities and are located statewide.

Duties: As a **Rehabilitation Counselor 1**, you would provide a range of rehabilitation and habilitation services to individuals, including psychosocial support, competency training, residential, community, and vocational services, such as training, placement, and supported employment programs; evaluate individuals' rehabilitation needs; and prepare, implement, and monitor rehabilitation service plans, goals, and objectives.

As a **Rehabilitation Counselor 2**, you would perform duties similar to those of a Rehabilitation Counselor 1. However, you would independently handle the more complex issues and cases (i.e., assessment and long-range planning); assist higher-level clinical and rehabilitation staff in developing rehabilitation service programs; and may supervise Rehabilitation Counselors 1 and other subordinate staff.

Notes:

1. If you submit an application for an examination with a language parenthetic, an application will automatically be submitted for you for the non-language examination at no additional cost.
2. A promotion examination will also be held for these positions. Although promotion examinations are being held, it is expected that appointments will be made as a result of the open competitive exam. If you are eligible for appointment from a promotion list, you may not be appointed in your own agency from the list resulting from this examination open to the public.

Subject of Examination: To be considered for appointment to this title, you must pass a **written test**. The **written test** evaluates your knowledge, skills, and/or abilities in the following areas:

1. **Interviewing** - These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.
2. **Preparing written material** - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
3. **Principles and practices of social casework** - These questions test for knowledge of the principles and practices used to provide casework services to individuals and/or families of all ages, backgrounds, and circumstances. Questions will test for application of this knowledge in various settings and will include such topics as assessment, monitoring and evaluating services, counseling, referrals, and advocacy.

Your final score must be 70 or higher in order to pass. Your final score on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits.

Admission To The Test: If approved for a written test, you will receive an admission notice which will indicate your assigned test date and the way your test will be administered. Your test may be administered with paper and pencil or online at a state test site using a state-provided Chromebook. ***You cannot request to change your scheduled day or request a specific type of test administration.***

Applicants are required to have a Personal NY.gov account and keep their email address up to date. The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include notification of your application status, your test arrangements, examination results, and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number, and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

How To Apply: *You will need a **personal** NY.gov ID to apply for these examinations. If you do not have a **personal** NY.gov account, please [create an account](#).*

- Online our Internet address is <http://www.cs.ny.gov/jobseeker>; or
- Download an examination application [NYS-APP form](#); or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP forms; or
- Obtain an NYS-APP form from a state agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

Important: Unless waived, you must pay the non-refundable processing fee. If you apply online, you must use a MasterCard or Visa. If you qualify for a waiver of the processing fee you may still apply online. For information on fee waivers, visit <https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm#Fee>. **Any past due application processing fees must be paid in full prior to submitting an application.** Please email FeeUnitMail@cs.ny.gov regarding inquiries about any past due fee. It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination.

ADDITIONAL INFORMATION

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in state government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the Federal Immigration Reform and Control Act of 1986 and the Immigration and Nationality Act.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

ADMISSION TO EXAMINATION: Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the written test three days before the date of the test, email us at AdmissionNotices@cs.ny.gov. Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your written test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: The use of cell phones, beepers, headphones, or any electronic or other communication devices at your personal testing site or in the test room, hallways, restrooms, building, grounds, or other areas, except as expressly authorized by the Department of Civil Service, could result in your disqualification.